



**Alaska Early Intervention/Infant Learning Program**  
**LEA Notification and Invitation to the Transition Conference**

To: (LEA) Preschool Special Education Coordinator/Contact)

From: (Family Service Coordinator/EI ILP Program Director)

Date: \_\_\_\_\_

The purpose of this notification is to inform you that \_\_\_\_\_, a toddler receiving services from the Alaska Early Intervention/Infant Learning Program (EI/ILP) will shortly turn three and is potentially eligible for special education services. As required by IDEA, this notification constitutes a referral to special education.

<b>Child:</b>	<b>BD:</b>	<b>Age:</b>
<b>Parent(s):</b>		
<b>Parent(s) Phone(s):</b>		
<b>Parent(s) Address(es):</b>		

This is also an invitation to attend the Transition Conference for \_\_\_\_\_. The meeting will be held at:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address:

( ) The child's parents have chosen not to convene a transition conference.

\_\_\_\_\_

The goal of the Transition Conference is to begin coordinating activities that will facilitate the transition process. While I will do my best to find a mutually agreeable time and date for the Transition Conference, EI/ILP policies and procedures, in accordance with IDEA regulations, require that the Transition Conference occur no later than 90 days before a child's third birthday regardless of whether a school district is able to attend. Therefore, in order to meet our requirements, this meeting must be held before \_\_\_\_\_. Please contact me to confirm your attendance and/or to reschedule.

Family Service Coordinator Name: \_\_\_\_\_

Family Service Coordinator Phone Number: \_\_\_\_\_

Family Service Coordinator Email: \_\_\_\_\_